Appendix 15

SELF-REPRESENTED LITIGANTS PROJECT

Summary Chart - Court Facility Assessment

Question / Site	1. Waiting Rooms and Equipment	2(a). Info Racks: Location	2(b). Info Racks: Contents	2(c). Info Racks: Size and Suitability	2(d). Info Racks: Comments	3. Space for Info Centre	4. Space for Info Racks	5. Comments
New Glasgow Family Court	open waiting room; chairs, kids' toys	in open waiting room	Victims' Services, Restitution, Child Support, PLE	larger than usual size and lower; all within kids' reach	very low; needs to be child-proofed	possibly on 2nd floor	adequate now; no other space for racks	
New Glasgow Provincial Court	benches outside courtroom; one table with few books, few chairs	main waiting area	Victims' Services, PLE, SRL	standard; fine	lawyer/interview and witness room available	possibly, but would require renovation	what is presently available is suitable	both Prov. and Family Courts are like a maze; should be one counter
Pictou Justice Centre	small, open area with pop machine, two interview rooms	in court administration office on top of bureau; information rack missing because pamphlets were blowing away	PLE, Child Support, Small Claims; no Supreme Court info	adequate when put back on top of bureau; is too high for shorter people		extra office and unused space available;	yes, waiting room/court administration office	very open and large; needs to be more inviting

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Amherst Justice Centre	none; areas outside courtrooms; benches to sit on; all 'public'; four interview rooms outside courtrooms	two outside the courtrooms in waiting areas	Peace Bond, Abuse, Maintenance, PLE, Victims' Services, Restitution, SRL	standard wooden with plexiglass; cheap paper flops over	Prothonotary has some pamphlets in her office	yes, a visiting judge's room (in addition to the visiting Supreme Court judge's office); both usually vacant; the first is used 2-3 times a year when court double-booked	lots in waiting area and in interview rooms	modern facility with space that would easily adapt to an info centre, judges permitting
Truro - 1 Church St.	outside courtrooms (two courtrooms)	basement only, where court administration office is located	lots of PLE, one Transition House, much Abuse info, SRL, one Mi'kmaq, Victims' Services	standard 3-level wooden with plexiglass support	well stocked (full)	yes, second floor has large witness rooms and large waiting room outside the two courts; there's a sense of space here and could carve it up differently	yes, outside the two courtrooms on 2nd floor	elevator can't be used when court in session (backs onto judge's chambers); inadequate signage describing where court admin. office is; none at door of building; inside says "Justice Department" on main board; should change

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Truro - 540 Prince St.	outside courtroom; benches and chairs, one info rack	one in Family Court intake room and one outside courtroom	various - Abuse, SRL pamphlets, Pension; less in intake room	larger one in intake room; standard outside courtroom		no	the ones in place are sufficient; they just need more info	
Yarmouth Justice Centre	1st floor - very small; only one wicket; info rack needs to be moved; 2nd floor - outside courtroom; larger rack like Law Courts; waiting room small	small on 1st floor; too low - within reach of children; no brochures in 2nd floor waiting room	various brochures - MEP, Transition House, PLE, Victims' Services, one SCC brochure	fine	full; more than one copy; relevant information	no	yes, in 2nd floor waiting room	focus group - small space; no room for private talks demand for debit/credit card
Digby/Annapolis Justice Centre	entrance to courthouse large; chairs, one information rack	good location, outside one courtroom	lots of pamphlets and various - PLE, Mi'kmaq Translation, Probate Q&A, Victims' Services, Restitution form	good for brochures; not good for large information sheets as they flop over	need two - one outside each courtroom	small interview room, three barristers' rooms, library; may be space upstairs		antique furniture; large airy place

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Halifax Law Courts	at each court level; 7th has four; general areas o/si	only one rack on 2nd floor near info desk	Coverdale pamphlet, Victims' Services, Restitution form, PLE - Wife Abuse, You and the Law, Being a Witness; French, DOJ, Child Support	same as elsewhere	there's an info rack in barristers' library, too; not part of Court Services, but it wouldn't hurt to stock it if Barb Campbell agrees (and I think she would)	canteen area large; smaller room opposite side of building - "Building Operations"		
Sydney Justice Centre	each court office has a separate waiting area; benches or chairs; using tables instead of info racks; one info rack in Prov. Court	SC/Supreme/Fam. Div. Probate Provincial	Small Claims brochure, Small Claims form, Victims' Services none Victims' Services, Restitution, PLE - sentencing, abuse, Elizabeth Fry Soc.	need more	need more info racks in waiting rooms	yes	yes, in all waiting areas outside courtroom	

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Kentville Justice Centre	three interview rooms; very small waiting room in court administration office; area outside courtrooms	one in court administration office	Victims' Services, LISNS pamphlets, Restitution forms	fine			yes, outside courtrooms	
Kentville Family Court	waiting room in hall with benches and one average waiting room	in waiting room	Family Violence Initiative, MEP, Civil Weddings	fine for size of room		not sure; very small	no, not much room	
Bridgewater Provincial Court	could not find any	two large racks in entrance of Prov. Court building	LISNS, Family Violence pamphlets, Victims' Services, Mi'kmaq		well organized	possibly in old sheriff's office		
Bridgewater Family/Supreme/ Small Claims/Sheriff	very small waiting area at front counter with three chairs	in waiting area	LISNS pamphlets, Family Violence, MEP	small but appropriate because area is small		no	no, no more room	
Dartmouth Provincial Court	one large lobby (benches); public telephone; three interview rooms	in lobby area	PLE, Coverdale, Victims' Services	standard size	needs more brochures	not really	not a lot of space (add another one to main lobby)	

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Port Hawkesbury Justice Centre	one waiting room with pop machine and no info rack	administration office	LDN/PLE - some pamphlets and some downloaded from web, Divorce, Jury Duty, Maintenance, Going to Provincial Court, SA Appeals, Adult Protection, NS Judicial Council, Victims' Services, Town of PH Directory Services	standard	question whether anyone is on Brochures Committee; needs more info	behind CA office waiting room, but judge uses room for access to his chambers	in court waiting room	
Antigonish Justice Centre	large entry/lobby in front door area	one in front lobby	Victims' Services	standard	not nearly full enough	yes		didn't go to the old building which houses the Supreme Court room; question whether it has any information

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Supreme Court (Family Division) (before renovations)	several small waiting rooms with chairs and vending machines	in waiting room	only three brochures, i.e. wedding, chapel, marriages	fairly large	room for lots of brochures	possibly in parent education room	in waiting rooms	no rooms for private consultation
Halifax Provincial Court	two waiting rooms adjacent to each other with benches, pop machine, one desk	one small rack in court admin. office; one brochure rack and wall rack in waiting room	small rack - Small Claims brochure, Notice of Claim and bailiff business cards; brochure rack - only two brochures (Coverdale and) wall rack - empty	larger one needed in court admin. office	more brochures required in both waiting room and court admin.	possibly small info centre in waiting room area	yes, in waiting room and wall hanging rack in court admin. office	very old courthouse; layout not user-friendly